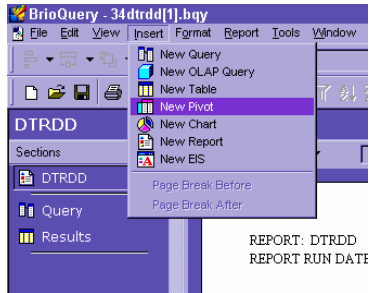


How to Create a Pivot

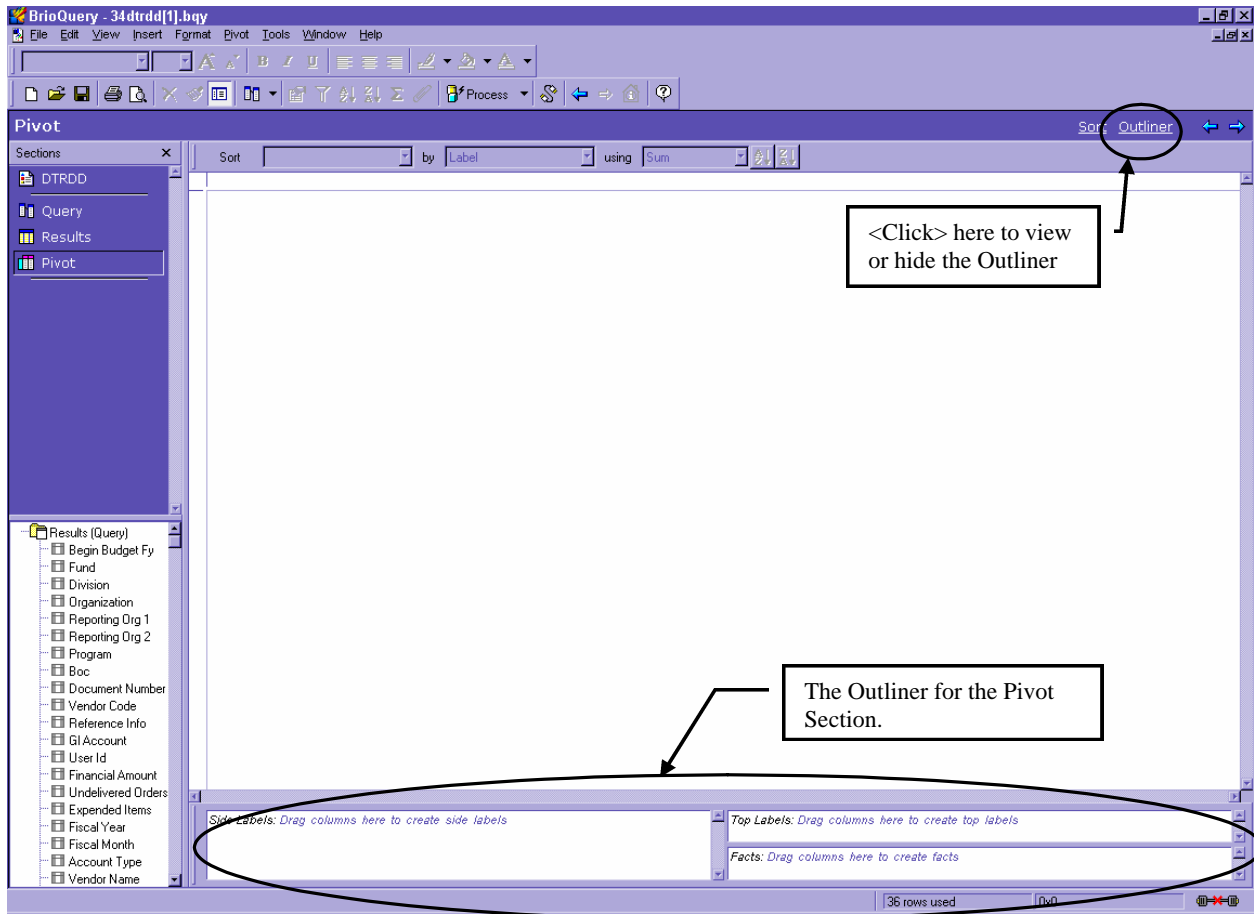
Step 1: Open a report in which you want to do a pivot. In this example it is a DTRDD.

Step 2:



2. <Click> on **Insert** and then **New Pivot**.

Step 3:



3. Make sure the Outliner is visible on the bottom of the Pivot Section. If it is not visible, <Click> on the **Outliner** button located in the upper right hand corner next to the Sort button.

Step 4:

BrioQuery - 34dtrdd[1].bqy

File Edit View Insert Format Pivot Tools Window Help

Pivot

Sections: DTRDD, Query, Results, Pivot

Sort: Begin Budget Fy by Label using Sum

	21	22	23	25	26
	Obligations	Obligations	Obligations	Obligations	Obligations
2001				-190.4	
2002	-1,090	-27	-4,375	-525	-80.11
2003		5.27		2,570	6.29

Handles move labels to top or side of the report.

Catalog of items

Side Labels

Top Labels

Facts

Side Labels: Begin Budget Fy

Top Labels: Major BOC

Facts: Obligations

36 rows used 5x3

4. To populate your pivot with information drag information from the **Catalog** to the **Side Labels**, **Top Labels** or **Facts**. Side and top labels are referred to as dimensions and have handles that can be pivoted to the top or side of the report. A pivot report is summarized at the dimension levels.

Step 5:

BrioQuery - 34dtrdd[1].bqy

File Edit View Insert Format Pivot Tools Window Help

Sort Vendor Name by Label using Sum

Sections: DTRDD, Query, Results, Pivot

		2001	2002	2003
		Undelivered	Expended It	Undelivered
2002 FEW NATL TRNG PROGRAM	25		-1,450.00	1,450
BANK OF AMERICA	26		0.00	659.89
FEDERAL EXPRESS CORP.	22			0.00
GRADUATE SCHOOL USDA	25		-249.00	249
REIT MANAGEMENT RESEARCH	25	0.00	-190.4	
STANDARD VENDORS	21		0.00	-1,090
	22		0.00	-27
	23		-4,375.00	0
	25		0.00	-525
	26		0.00	-740
USDA GRADUATE SCHOOL NCTC	25			2,570.00

Side Labels: Vendor Name • Major BOC

Top Labels: Begin Budget Fy

Facts: Undelivered Orders • Expended Items

Sorting Complete 6x11

This shows we spent \$2,570 in BFY 2003 for the USDA Graduate school in Major BOC 25.

Vendor Name and Major BOC

5. By adding vendor names to the Side Labels and Major BOC, you can see how much was spent by vendor for each Major BOC for each BFY

Step 6:

The screenshot shows the BrioQuery Pivot window. The pivot table has columns for years (2001, 2002) and rows for various vendors. The 'USDA GRADUATE SCHOOL NOTS' row is highlighted. Annotations show how to move the row and the 'Major BOC' tab.

Pivot Table Data:

	2001		2002		2003		2004		2005	
	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its
2002 FEW NATL TRNG PROGRAM										
BANK OF AMERICA										
FEDERAL EXPRESS CORP.										
GRADUATE SCHOOL USDA										
REIT MANAGEMENT RESEARCH	-0.00	-190.4								
STANDARD VENDORS			0.00	-1,090	0.00	-27	-4,375.00		0	
USDA GRADUATE SCHOOL NOTS										

Annotations:

- <Click> on the handle and drag it up towards the upper right hand corner
- There are two handles on the right, one for BFY and the other for major BOC. <Click> and drag the second tab (Major BOC) down to the bottom left corner of the screen and drop it.

Side Labels: Vendor Name

Top Labels: Begin Budget Fy • Major BOC

Facts: Undelivered Orders • Expended Items

6. Using the handles on the bottom and sides of the pivot, you can quickly and easily change the format of the report. Sometimes the report is easier to read and sometimes (like the above) it is not helpful. You can use the handles to change (see above) information locations in the pivot or you can drag and drop them from the Outliner. Side labels can be moved into Top Labels and vice a versa. Remember only numbers you can add should be in the Facts area of the outliner.

Step 7:

BrioQuery - 34dtrdd[1].bqy

File Edit View Insert Format Pivot Tools Window Help

Sort Outliner

Sections

- DTRDD
- Query
- Results
- Pivot

Results (Query)

- Begin Budget Fy
- Fund
- Division
- Organization
- Reporting Org 1
- Reporting Org 2
- Program
- Boc
- Document Number
- Vendor Code
- Reference Info
- Gl Account
- User Id
- Financial Amount
- Undelivered Orders
- Expended Items
- Fiscal Year

Sort: Begin Budget Fy by Label using Sum

	2001		2002		2003		2004		2005		2006	
	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its	Undelivered	Expended Its
21									0.00	-1,090		
22									0.00	-27		
23									-4,375.00	0		
25	0.00	-190.4	-1,450.00	1,450				-249.00	249	0.00	-525	
26					0.00	659.89			0.00	-740		

Side Labels: Major BOC

Top Labels: Begin Budget Fy • Vendor Name

Facts: Undelivered Orders • Expended Items

Sorting Complete 16x5

7. Now the pivot shows you by each BFY what was paid to each vendor by Major BOC. The pivot in Step 5 seems the most useful. Each pivot will be different depending on the information you need to pull in and the question you are trying to answer. Pivots are fast and easy so try adding information and seeing what happens to your Pivot.